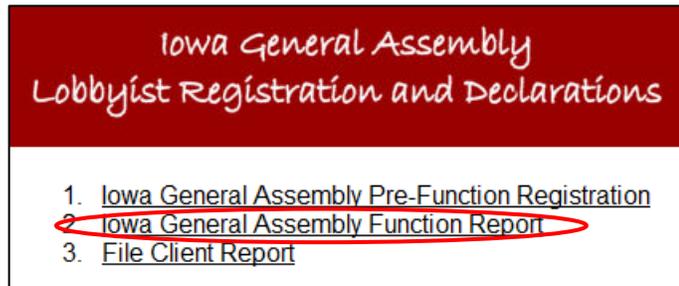


Lobbyist Function Reports

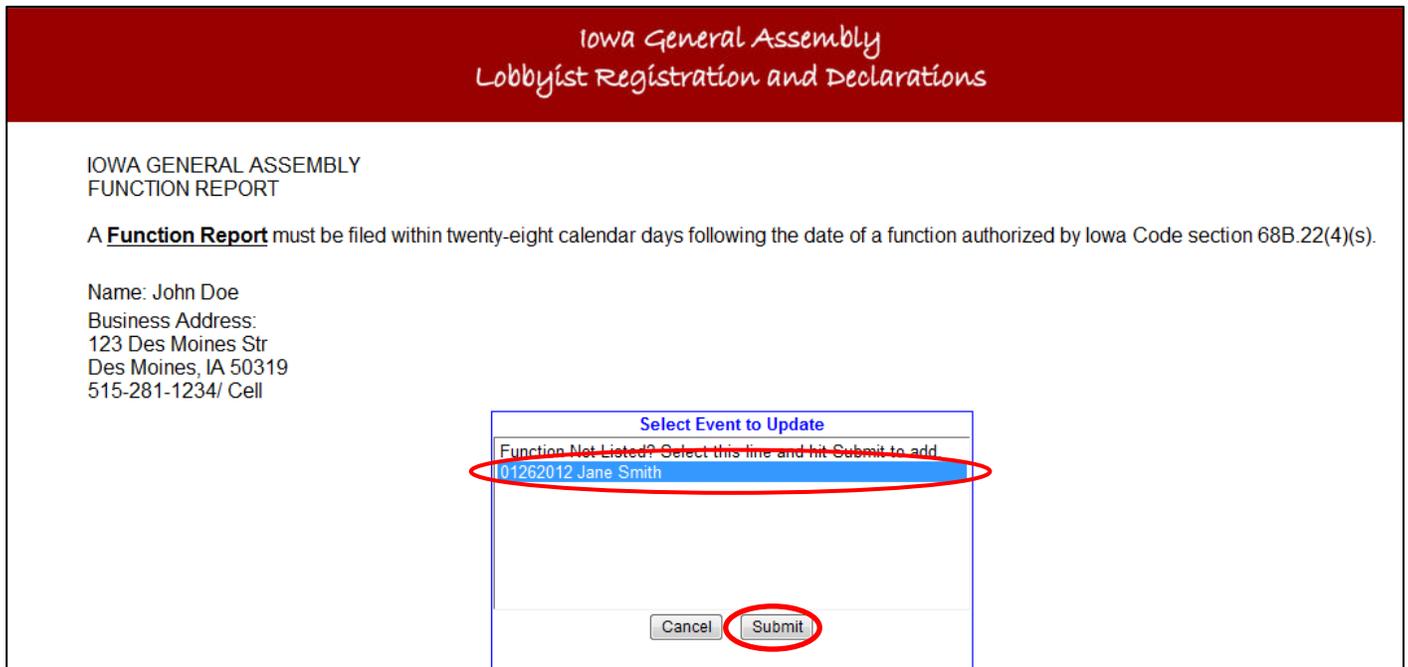
A **Function Pre-Registration** is required to be filed five days **prior** to the date of a function. A **Function Report** must be filed within twenty-eight calendar days following the date of a function (see Iowa Code Section 68B.22(4) “s”).

To File a Function Report:

1. Sign in to the Lobbyist System using your **User-ID** and **Password**.
<https://coolice.legis.iowa.gov/secure/default.asp?Category=ISLS1201&Service=default>
2. Once you have signed in, click on the **Function Reports Menu** tab along the left-hand side of your screen. You will see the page below:



3. Click on the second option, **Iowa General Assembly Function Report**. (See above)
4. On the page that appears, choose the function you wish to update from the list and then click the **Submit** button. (See below)



The screenshot shows the "Iowa General Assembly Lobbyist Registration and Declarations" page. The header is red with the text "Iowa General Assembly Lobbyist Registration and Declarations". Below the header, the text reads "IOWA GENERAL ASSEMBLY FUNCTION REPORT".

A **Function Report** must be filed within twenty-eight calendar days following the date of a function authorized by Iowa Code section 68B.22(4)(s).

Name: John Doe
Business Address:
123 Des Moines Str
Des Moines, IA 50319
515-281-1234/ Cell

Below the text is a "Select Event to Update" dialog box. The dialog box has a title bar "Select Event to Update" and a message "Function Not Listed? Select this line and hit Submit to add". Below the message is a list of events:

101262012 Jane Smith

The "Submit" button is circled in red.

5. On the page that appears, enter the **Food Cost, Beverage Cost, Entertainment Cost, Other Cost(s), In Kind Cost(s)** and the **Total Cost of the Function**. Also enter the **Associate Sponsor(s) (if applicable)** and any **Notes** you have, and then click the **Submit** button. (See below)

*Iowa General Assembly
Lobbyist Registration and Declarations*

IOWA GENERAL ASSEMBLY
FUNCTION REPORT

A **Function Report** must be filed within twenty-eight calendar days following the date of a function authorized by Iowa Code section 68B.22(4)(s).

<p>Name: John Doe Business Address: 123 Des Moines Str Des Moines IA 50319 515-281-1234/ Cell</p>	<p>Name of Function Primary Sponsor Jane Smith Date of the upcoming event. January 26, 2012 Location of the event. Capitol Rotunda</p>
---	---

<table style="width: 100%; border: none;"> <tr><td>Food Cost</td><td>\$</td><td><input type="text" value="50"/></td></tr> <tr><td>Beverage Cost</td><td>\$</td><td><input type="text" value="50"/></td></tr> <tr><td>Entertainment Cost</td><td>\$</td><td><input type="text" value="50"/></td></tr> <tr><td>Other Cost</td><td>\$</td><td><input type="text" value="50"/></td></tr> <tr><td>In Kind Cost</td><td>\$</td><td><input type="text" value="50"/></td></tr> <tr><td>Total Cost</td><td>\$</td><td><input type="text" value="250"/></td></tr> </table>	Food Cost	\$	<input type="text" value="50"/>	Beverage Cost	\$	<input type="text" value="50"/>	Entertainment Cost	\$	<input type="text" value="50"/>	Other Cost	\$	<input type="text" value="50"/>	In Kind Cost	\$	<input type="text" value="50"/>	Total Cost	\$	<input type="text" value="250"/>	<p>Associate Sponsor/s (if applicable) Add sponsors here...</p> <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> <p>Notes Add any notes here...</p> <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>
Food Cost	\$	<input type="text" value="50"/>																	
Beverage Cost	\$	<input type="text" value="50"/>																	
Entertainment Cost	\$	<input type="text" value="50"/>																	
Other Cost	\$	<input type="text" value="50"/>																	
In Kind Cost	\$	<input type="text" value="50"/>																	
Total Cost	\$	<input type="text" value="250"/>																	

6. You will see a confirmation screen with the message **“This Event is now Updated”**. (See below)

*Iowa General Assembly
Lobbyist Registration and Declarations*

IOWA GENERAL ASSEMBLY
FUNCTION REPORT

A **Function Report** must be filed within twenty-eight calendar days following the date of a function authorized by Iowa Code section 68B.22(4)(s).

<p>Name: John Doe Business Address: 123 Des Moines Str Des Moines IA 50319 515-281-1234/ Cell</p>	<p>Name of Function Sponsor Jane Smith Date of the upcoming event. January 26, 2012 Location of the event. Capitol Rotunda</p>
---	---

<table style="width: 100%; border: none;"> <tr><td>Food Cost</td><td>\$</td><td>50.00</td></tr> <tr><td>Beverage Cost</td><td>\$</td><td>50.00</td></tr> <tr><td>Entertainment Cost</td><td>\$</td><td>50.00</td></tr> <tr><td>Other Cost</td><td>\$</td><td>50.00</td></tr> <tr><td>In Kind Cost</td><td>\$</td><td>50.00</td></tr> <tr><td>Total Cost</td><td>\$</td><td>250.00</td></tr> </table>	Food Cost	\$	50.00	Beverage Cost	\$	50.00	Entertainment Cost	\$	50.00	Other Cost	\$	50.00	In Kind Cost	\$	50.00	Total Cost	\$	250.00	<p>Associate Sponsor/s (if applicable) Add sponsors here... Notes Add any notes here...</p>
Food Cost	\$	50.00																	
Beverage Cost	\$	50.00																	
Entertainment Cost	\$	50.00																	
Other Cost	\$	50.00																	
In Kind Cost	\$	50.00																	
Total Cost	\$	250.00																	

This Event is now Updated.

To Print the Completed Function Report:

After you have completed your function report, you can print a copy for your own records using the legislative website.

1. Go to our home page (www.legis.iowa.gov) and then click the **Lobbyist Information** tab along the top of the site.
2. On the page that appears, click the **Function Reports** link.
3. Click on the appropriate **Function Sponsor** name in the list for to pull up and/or print the filed Function Report.